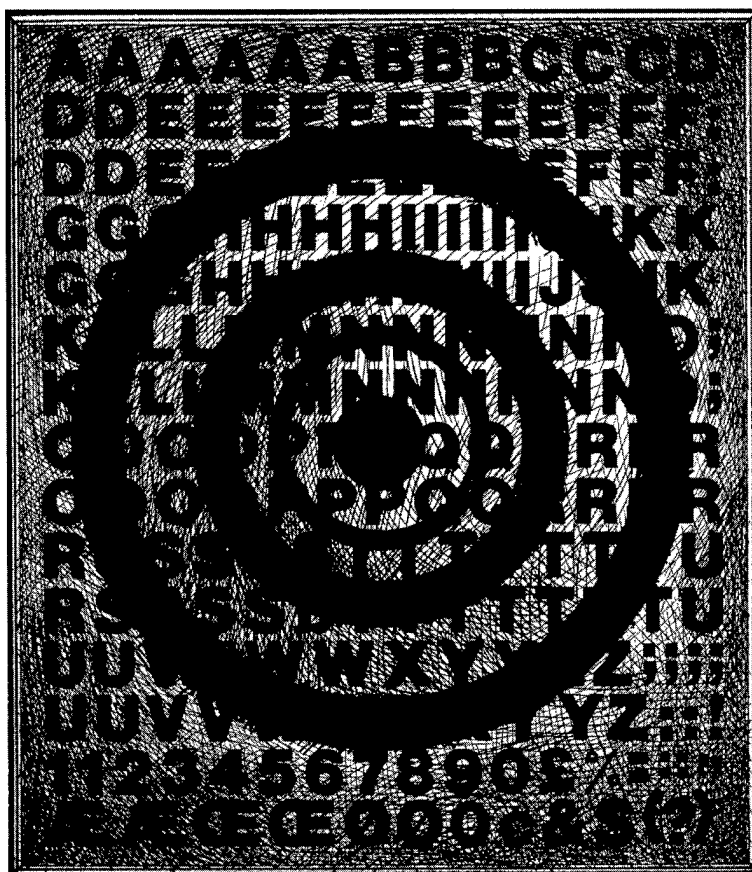


COMMUNICATIVE ARTS

A SELECTED BIBLIOGRAPHY



DISTRIBUTION STATEMENT A

Approved for Public Release

Distribution Unlimited

U.S. Army War College Library

June 2000

DMIC QUALITY INSPECTED 4

20000731 043

AD NUMBER		DATE 7/26/00	DTIC ACCESSION NOTICE	
1. REPORT IDENTIFYING INFORMATION			<u>REQ</u>	
A. ORIGINATING AGENCY US ARMY WAR COLLEGE LIBRARY			1. P oi	IS
B. REPORT TITLE AND/PR NUMBER COMMUNICATIVE ARTS: A SELECTED BIBLIOGRAPHY			2. C	2.
C. MONITOR REPORT NUMBER			3. A n	
D. PREPARED UNDER CONTRACT NUMBER			4. U ir	
2. DISTRIBUTION STATEMENT			5. C ft	
<p>Approved for public release distribution unlimited.</p>			<u>DTIC</u>	
			1. A	
			2. F	

DTIC Form 50
JUL 96

PREVIOUS EDITIONS ARE OBSOLETE

2000731243

PREFACE

The U.S. Army War College Library presents Communicative Arts: A Selected Bibliography, now in its fourteenth revised edition, as an invitation for you to enjoy the wealth of resources available in our library that will help you improve your ability to communicate.

Like the earlier versions, this annual bibliography lists references for materials that will provide skills, techniques, and approaches you may need to effectively express your ideas.

The bibliography is divided into four categories that reflect the major communication behaviors: reading, writing, listening, and speaking. *Although we urge you to take advantage of the entire bibliography, note that we have highlighted a few entries under each category so you can quickly focus on the area you would most like to strengthen.* Designed specifically for self-instruction, these materials will help you develop your communicative skills at your own pace.

All the items included in this bibliography are readily available in the U.S. Army War College Library. For your convenience, we have added our call numbers at the end of each entry (keep in mind that call numbers may vary from library to library).

This bibliography is also available on the Internet through our Library's homepage <<http://carlisle-www.army.mil/library/>>.

For additional information, please contact the Research and Information Services Branch, U.S. Army War College Library by sending an e-mail message to <libraryr@awc.carlisle.army.mil> or by phoning (717) 245-4280.

Virginia C. Shope, compiler

COMMUNICATIVE ARTS

A Selected Bibliography

CONTENTS

Reading	1
Writing	2
Listening	11
Speaking	15

READING

- Acker, David D. "Reading Skills." In Skill in Communication: A Vital Element in Effective Management, 65-69. Fort Belvoir: Defense Systems Management College, 1990. 128pp. (HF5718 .A4 1990)
- Adler, Mortimer J. How to Read a Book: The Art of Getting a Liberal Education. New York: Simon and Schuster, 1940. 398pp. (PN83 .A3)
- Baker, William D. Reading Skills. New York: Prentice-Hall, 1953. 120pp. (LB1050 .B3)
- Baldrige, Kenneth P. Reading Speed and Strategy for the Business and Professional Man. Englewood Cliffs: Prentice-Hall, 1966. 228pp. (LB1050.5 .B3)
- Carter, Homer L.J., and Dorothy J. McGinnis. Effective Reading for College Students. New York: Dryden Press, 1957. 354pp. (LB2365 .R4C3)
- Evelyn Wood Reading Dynamics: For Speed, Comprehension, and Retention. Chicago: American Learning Corporation, 1988. Includes: 1 workbook and 6 audio cassettes. (CASSETTE LB1050.54 .W55 1988)***
- Green, Marguerite. "Rapid Retrieval of Information: Reading Aloud with a Purpose." Journal of Adolescent & Adult Literacy 41 (December 1997-January 1998): 306-07. (ProQuest)
- Heyel, Carl. "Improving Reading Speed and Comprehension." In Getting Results with Time Management, 77-86. 2d ed., rev. by David V. Lewis. New York: American Management Association, Extension Institute, 1979. 1 vol. (HF5549.5 .T5H49 1979)
- How to Teach Students to Listen and Read Well. Presented by Richard W. Paul. Santa Rosa: Foundation for Critical Thinking, 1993. 1 videocassette, 56 min. (VIDEO LB1025.2 .H6 no.2)
- Judson, Horace. The Techniques of Reading: An Integrated Program for Improved Comprehension and Speed. New York: Harcourt, Brace, 1954. 406pp. (LB1573 .J8)
- Kesselman-Turkel, Judi, and Franklynn Peterson. "Skim for Your Answers." In Research Shortcuts, 77-78. Chicago: Contemporary Books, 1982. 112pp. (LB2369 .K45 1982)
- Leedy, Paul D. Reading Improvement for Adults. New York: McGraw-Hill, 1956. 456pp. (LB1050 .L4)
- Lewis, Norman. How to Read Better and Faster. 3d ed., completely rev. New York: Crowell, 1958. 398pp. (PN83 .L4 1958)
- Markline, Judy, Rose Hawkins, and Bob Isaacson. Thinking on Paper: A Reading-Writing Process Workbook. 4th ed. Fort Worth: Holt, Rinehart and Winston, 1999. 303pp. (PE1413 .M37 1999)

- Miller, Lyle L. Maintaining Reading Efficiency. Rev. ed. Laramie: Developmental Reading, 1966. 395pp. (LB2395 .M5)
- Salembier, George B. "SCAN and RUN: A Reading Comprehension Strategy That Works." Journal of Adolescent & Adult Literacy 42 (February 1999): 386-94. (ProQuest)
- Scheele, Paul R. The PhotoReading Whole Mind System. Wayzata: Learning Strategies, 1993. 1 vol. (LB1050.54 .S34 1993)
- Smith, Nila B. Read Faster, and Get More from Your Reading. Englewood Cliffs: Prentice-Hall, 1958. 393pp. (LB1050.5 .S5)
- Spache, George D., and Paul C. Berg. Faster Reading for Business. New York: Crowell, 1958. 298pp. (LB1050.5 .S6)
- Speed Learning. Mount Laurel: Learn Inc., 1989. Includes: 4 audio cassettes, 3 books, 4 paperbacks, and 1 answer key. (CASSETTE LB1050.54 .S6 1989)
- Speed Reading. Developed by Steve Moidel. Boulder: CareerTrack, 1990. Includes: 1 audio cassette, 1 workbook, and 2 videocassettes, 177 min. (VIDEO LB1050.54 .M53 1990)***
- Speed Reading, by Steve Moidel. Boulder: CareerTrack, 1990. Includes: 1 study guide and 6 audio cassettes. (CASSETTE LB1050.54 .M53 1990)***
- Squire, James R., ed. "Writing to Reinforce Reading Comprehension." In Writing, 121-74. Bloomington, IN: Phi Delta Kappa, Center on Evaluation, Development, and Research, 1987. 264pp. (LB1575.8 .W741 1987)
- Time-Life Video Speed Reading System. Conducted by Dick Cavett. New York: 1972. Includes: 8 videocassettes, 30 min. each. (VIDEO LB1050.5 .S651 1972)***
- Wainwright, Gordon R., comp. Towards Efficiency in Reading: Ten Passages for Practice in Faster and More Efficient Reading for Students and Adults. London: Cambridge University Press, 1968. 102pp. (LB1050.5 .W3)
- Ziegert, Susan. "Reflection: A Step Beyond the Reading of a Chapter." Journal of Reading 38 (October 1994): 132-34. (ProQuest)

WRITING

- Aaron, Jane E. The Essential Handbook for Writers. New York: HarperPerennial, 1994. 153pp. (PE1112 .A24 1994)
- Acker, David D. "Writing Skills." In Skill in Communication: A Vital Element in Effective Management, 19-26. Fort Belvoir: Defense Systems Management College, 1990. 128pp. (HF5718 .A4 1990)

- Adams, Michael. The Writer's Mind: Making Writing Make Sense. Lanham: University Press of America, 1993. 320pp. (PE1408 .A316 1993)
- Bailey, Edward P., Jr. The Plain English Approach to Business Writing. New York: Oxford University Press, 1990. 120pp. (HF5718.3 .B35 1990)
- Barzun, Jacques. Simple & Direct: A Rhetoric for Writers. Rev. ed. Chicago: University of Chicago Press, 1994. 291pp. (PE1408 .B311 1994)
- Barzun, Jacques, and Henry F. Graff. "Writing, Speaking, and Publishing." Part 2 in The Modern Researcher. 5th ed. San Diego: Harcourt Brace Jovanovich, 1992. 409pp. (D13 .B334 1992)
- Bates, Jefferson D. Writing with Precision: How to Write So That You Cannot Possibly Be Misunderstood. 6th ed., completely rev. & updated. Reston: Acropolis Books, 1993. 285pp. (PE1479 .B87B37 1993)
- Belcher, Diane D., and George Braine, eds. Academic Writing in a Second Language: Essays on Research and Pedagogy. Norwood: Ablex, 1995. 410pp. (PE1128 .A2A22 1995)
- Berger, Arthur A. Improving Writing Skills: Memos, Letters, Reports, and Proposals. Newbury Park: Sage, 1993. 83pp. (HF5718.3 .B47 1993)
- Berner, R. Thomas. "Good Writing: Clear, Concise, Interesting, Logical—And Hard Work." Armed Forces Comptroller 25 (November 1980): 22-25. (Periodical)
- Blake, Gary, and Robert W. Bly. The Elements of Business Writing. New York: Macmillan, 1991. 140pp. (HF5718.3 .B53 1991)
- Booher, Dianna D. Good Grief, Good Grammar. New York: Facts on File, 1988. 238pp. (PE1115 .B63 1988)
- Booher, Dianna D. Would You Put That in Writing? How to Write Your Way to Success in Business. Rev. ed. New York: Facts on File, 1992. 147pp. (HF5718.3 .B66 1992)
- Brohaugh, William. Write Tight: How to Keep Your Prose Sharp, Focused and Concise. Cincinnati: Writer's Digest Books, 1993. 195pp. (PN151 .B78 1993)
- Burack, Sylvia K., ed. The Writer's Handbook. 2000 ed. Boston: The Writer, 1999. 919pp. (PN137 .W7 2000)
- Business Writing Skills. Debra Smith, instructor. Boulder: CareerTrack, 1989. Includes: 1 workbook and 2 videocassettes, 170 min. (VIDEO HF5721 .S53 1989)
- Business Writing Skills, by Debra Smith. Boulder: CareerTrack, 1988. Includes: 4 audio cassettes. (CASSETTE HF5721 .S53 1988)

- Cantor, Jeffrey A. A Guide to Academic Writing. Westport: Praeger, 1993. 183pp. (PN146 .C33 1993)
- Carney, Edward. English Spelling. New York: Routledge, 1997. 99pp. (PE1143 .C16 1997)
- Chan, Janis F., and Diane Lutovich. Professional Writing Skills: A Self-Paced Training Program. San Anselmo: Advanced Communication Designs, 1991. 203pp. (HF5718.3 .C483 1991)
- Collins, John M. "Writing Tips: Starting Points That Help Deliver the Message." Army 48 (May 1998): 12-13. (Periodical)
- Corbett, Edward P.J. The Little English Handbook: Choices and Conventions. 5th ed. Glenview: Scott, Foresman, 1987. 272pp. (REF PE1408 .C592 1987)
- Corporate Classrooms. Prentice Hall's Get a Grip on Grammar: Language Skills for Today's Business World. Englewood Cliffs: Prentice Hall, 1992. 1 loose-leaf vol. (PE1479 .B87P73 1992)*
- Crews, Frederick C. The Random House Handbook. 6th ed. New York: McGraw-Hill, 1992. 764pp. (PE1408 .C715 1992)
- Daiker, Donald A., Andrew Kerek, and Max Morenberg. The Writer's Options: Combining to Composing. 2d ed. New York: Harper & Row, 1982. 388pp. (PE1408 .D13 1982)
- Davidson, Wilma. "Beat Page Fright." Personnel Journal 68 (September 1989): 36-38. (Periodical)
- Davidson, Wilma. Business Writing: What Works, and What Won't. New York: St. Martin's Press, 1994. 255pp. (HF5718.3 .D37 1994)
- Edgerton, Marie B., and Albert N. Garland. "Writing for Publication." Infantry 73 (September-October 1983): 20-25. (Periodical)
- Edwards, Owen. "Send Me a Memo—Or Better Yet, Don't." Across the Board 29 (November 1992): 12-13. (Periodical)
- Effective Writing for Executives. New York: Time Life Video, 1980. Includes: 1 trainer's manual and 6 videocassettes, 60 min. each. (VIDEO PE1408 .E441 1980)
- Einstein, Charles. How to Communicate: The Manning, Selvage & Lee Guide to Clear Writing and Speech. New York: McGraw-Hill, 1985. 116pp. (PE1628 .E35 1985)
- Elbow, Peter. Writing with Power: Techniques for Mastering the Writing Process. New York: Oxford University Press, 1981. 384pp. (PE1408 .E39 1981)

- Ellsworth, Blanche, and John A. Higgins. English Simplified: Grammar, Punctuation, Mechanics & Spelling, Usage, Paragraphs & Documentation. 8th ed. New York: Addison-Wesley, 1997. 48pp. (PE1112 .E43 1997)
- Executive Writing, Speaking, and Listening Skills, by Brook Taliaferro. New York: AMA-COM, 1975. Includes: 6 audio cassettes and 1 workbook. (CASSETTE HF5718 .T3)***
- Fearing, Bertie E., and W. Keats Sparrow, eds. Technical Writing: Theory and Practice. New York: Modern Language Association of America, 1989. 176pp. (T11 .T21 1989)
- Ferrara, Cosmo F. "The Seven Deadly Sins of Business Writing." Government Executive 23 (December 1991): 22-25. (Periodical)
- Fielden, John S., and Ronald E. Dulek. "What Is Effective Business Writing?" Business Horizons 30 (May-June 1987): 62-66. (Periodical)
- Flesch, Rudolf F. The Art of Readable Writing. New York: Collier Books, 1962. 255pp. (PE1408 .F477 1962)
- Flesch, Rudolf F., and A.H. Lass. A New Guide to Better Writing. New York: Warner Books, 1982. 302pp. (PE1112 .F57 1982)
- Foster, Gregory D. "Research, Writing, and the Mind of the Strategist." Joint Force Quarterly, no. 11 (Spring 1996): 111-15. (Periodical)
- Fowler, H. Ramsey, and Jane E. Aaron. The Little, Brown Handbook. 4th ed. Glenview: Scott, Foresman, 1989. 778pp. (REF PE1112 .F64 1989)
- Fryxell, David A. "How *Not* to Write a Sentence." Writer's Digest 75 (February 1995): 62-63. (Periodical)
- Geffner, Andrea B. How to Write Better Business Letters. Woodbury: Barron's Educational Series, 1982. 144pp. (HF5721 .G43)
- Gorenstein, Helen. Put It in a Memo: A Practical Guide to Persuasive Business Writing. Boston: Houghton Mifflin, 1992. 136pp. (HF5718.3 .G67 1992)
- Green, George. Green Grammar: A Simple System for Writing Superior Sentences. Dubuque: Kendall/Hunt, 1981. 128pp. (PE1441 .G73 1981)
- Gunther, Max. Writing the Modern Magazine Article. 4th ed., completely rev. Boston: Writer, 1982. 227pp. (PN147 .G8 1982)
- Guth, Hans P. New English Handbook. 3d ed. Belmont: Wadsworth, 1990. 743pp. (PE1112 .G87 1990)

- Hodges, John C., et al. Harbrace College Handbook. 11th ed. San Diego: Harcourt Brace Jovanovich, 1990. 576pp. (PE1112 .H6 1990)
- Holcombe, Marya W., and Judith K. Stein. Writing for Decision Makers: Memos and Reports with a Competitive Edge. Belmont, CA: Lifetime Learning, 1981. 260pp. (HF5719 .H64)
- Hollis, Pat. "Common Sense Writing: The New Army Writing Style." Army Trainer 6 (Summer 1987): 42-46. (Periodical)
- Holtje, James. Manager's Lifetime Guide to the Language of Power. Paramus: Prentice Hall, 1997. 528pp. (HF5718 .H65 1997)
- Hudson, Richard. English Grammar. New York: Routledge, 1998. 128pp. (PE1112 .H817 1998)
- If You Can Talk, You Can Write, by Joel Saltzman. Auburn: Audio Partners, 1999. Includes: 2 audio cassettes. (CASSETTE PN145 .S191 1999)
- Ivers, Mitchell. The Random House Guide to Good Writing. New York: Random House, 1991. 239pp. (PN151 .I94 1991)
- Johnson, Edward D. The Handbook of Good English. Rev. and updated. New York: Facts on File, 1991. 427pp. (PE1112 .J54 1991)
- Jones, Barbara S. Written Communication for Today's Manager. New York: Lebhar-Friedman Books, 1980. 160pp. (HF5718 .J58 1980)
- Joseph, Albert. Executive Guide to Grammar. 3d ed. Cleveland: International Writing Institute, 1987. 157pp. (PE1115 .J67 1987)
- Kane, Thomas S. The New Oxford Guide to Writing. New York: Oxford University Press, 1994. 327pp. (PE1408 .K27 1994)
- Kaye, Sanford. Writing Under Pressure: The Quick Writing Process. New York: Oxford University Press, 1989. 190pp. (PN151 .K38 1989)
- Keenan, John. Feel Free to Write: A Guide for Business and Professional People. New York: Wiley, 1982. 190pp. (HF5721 .K4 1982)
- Kinsella, Paul. The Techniques of Writing. 4th ed. San Diego: Harcourt Brace Jovanovich, 1985. 471pp. (PE1408 .K56T4 1985)
- Kirszner, Laurie G., and Stephen R. Mandell. The Holt Handbook. 5th ed. Fort Worth: Harcourt Brace College Pub., 1999. 1 vol. (PE1408 .K57 1999)
- Lanham, Richard A. Revising Prose. 3d ed. New York: Macmillan, 1992. 123pp. (PE1421 .L297 1992)

- Lauchman, Richard. Plain Style: Techniques for Simple, Concise, Emphatic Business Writing. New York: AMACOM, 1993. 120pp. (HF5718.3 .L38 1993)
- Leggett, Glenn H., C. David Mead, and Melinda G. Kramer. Prentice Hall Handbook for Writers. 11th ed. Englewood Cliffs: Prentice Hall, 1991. 648pp. (PE1408 .L39 1991)
- Lock, Graham. Functional English Grammar: An Introduction for Second Language Teachers. Cambridge: Cambridge University Press, 1996. 296pp. (PE1128 .A2L54 1996)
- McGuire, Peter J., and Sara M. Putzell. A Guide to Technical Writing. San Diego: Harcourt Brace Jovanovich, 1988. 415pp. (T11 .M364 1988)
- McIntosh, William A. Guide to Effective Military Writing. 2d ed. Mechanicsburg: Stackpole, 1994. 239pp. (UB163 .M36 1994)
- McTague, Michael. "How to Write Effective Reports and Proposals." Training & Development Journal 42 (November 1988): 51-53. (Periodical)
- Maidment, Robert. "Seven Steps to Better Reports." Management Solutions 33 (September 1988): 31-34. (Periodical)
- Major, James S. The Style Guide: Research and Writing at the Joint Military Intelligence College. Washington: US Joint Military Intelligence College, September 1994. 387pp. (LB2369 .M34 1994)
- Major, James S. "Writing with Intelligence." Part 2 in Communicating Intelligence: A Handbook on Reading, Writing, and Briefing Intelligence, 23-64. 2d ed. Washington: US Defense Intelligence College, School of Strategic Intelligence, Research & Writing Center, 1991. 312pp. (LB2369 .M35 1991)
- Meyer, Harold E. Lifetime Encyclopedia of Letters. Rev. and expanded. Paramus: Prentice Hall, 1996. 453pp. Includes: CD-ROM disc. (PE1483 .M49 1996)
- Meyer, Herbert E., and Jill M. Meyer. How to Write. Washington: Storm King Press, 1986. 102pp. (PN193 .M48 1986)
- Middleman, Louis I. In Short: A Concise Guide to Good Writing. New York: St. Martin's Press, 1981. 111pp. (PE1408 .M54)
- Montag, William E. Best Resumes for \$75,000+ Executive Jobs. New York: Wiley, 1992. 247pp. (HF5383 .M59 1992)
- Moxley, Joseph M., and Todd Taylor, eds. Writing and Publishing for Academic Authors. 2d ed. Lanham: Rowman & Littlefield, 1997. 239pp. (PN146 .W75 1997)
- Mullins, Carolyn J. The Complete Writing Guide to Preparing Reports, Proposals, Memos, Etc. Englewood Cliffs: Prentice-Hall, 1980. 282pp. (PE1478 .M78 1980)

- Murray, Donald M. Write to Learn. 2d ed. New York: Holt, Rinehart and Winston, 1987. 278pp. (PE1408 .M79 1987)
- Myers, Alfred S. Letters for All Occasions, ed. Lynn Ferrari. Rev. ed. New York: HarperPerennial, 1993. 195pp. (PE1483 .M9 1993)
- Paxson, William C. The Business Writing Handbook: The Essential Guide to Written Communication for People in Business, Government, and the Professions. New York: Bantam, 1981. 274pp. (HF5726 .P38)
- Paxson, William C. The Mentor Guide to Writing Term Papers and Reports. New York: New American Library, 1988. 240pp. (PE1478 .P39 1988)
- Pinckert, Robert C. Pinckert's Practical Grammar: A Lively, Unintimidating Guide to Usage, Punctuation, and Style. Cincinnati: Writer's Digest Books, 1986. 232pp. (PE1408 .P534 1986)
- Poe, Roy W. The McGraw-Hill Handbook of Business Letters. New York: McGraw-Hill, 1983. 286pp. (HF5726 .P55 1983)
- Put It in Writing, by Joseph Albert. Self-study ed. Cleveland: International Writing Institute, 1989. Includes: 1 manual and 1 videocassette, 90 min. (VIDEO PE1115 .J68 1989)***
- Rasberry, Robert W., and Laura F. Lemoine. "Writing: A Skill of Lifetime Career Importance." In Effective Managerial Communication, 241-94. Boston: Kent, 1986. 484pp. (HD30.3 .R37 1986)
- Reinking, James A., Jane E. Hart, and Andrew W. Hart. Improving College Writing: A Book of Exercises. New York: St. Martin's Press, 1981. 459pp. (PE1413 .R44)***
- Repp, William. Complete Handbook of Business English. Englewood Cliffs: Prentice-Hall, 1982. 489pp. (PE1115 .R45)
- Riddlebarger, Samuel E. "Better Writing: A Heretic's View." Airpower Journal 1 (Winter 1987-1988): 75-80. (Periodical)
- Roman, Kenneth, and Joel Raphaelson. Writing That Works: How to Improve Your Memos, Letters, Reports, Speeches, Resumes, Plans, and Other Business Papers. 2d ed., rev., enl., and updated. New York: HarperPerennial, 1992. 149pp. (PE1479 .B87R65 1992)
- Rosenberg, Arthur D., and David V. Hizer. The Resume Handbook: How to Write Outstanding Resumes & Cover Letters for Every Situation. 3d ed. Holbrook: Adams Media, 1996. 144pp. (HF5383 .R631 1996)
- Ross-Larson, Bruce. Edit Yourself: A Manual for Everyone Who Works with Words. New York: Norton, 1996. 109pp. (PE1460 .R57 1996)

- Ross-Larson, Bruce. Powerful Paragraphs. New York: Norton, 1999. 107pp. (PE1439 .R67 1999)
- Ross-Larson, Bruce. Stunning Sentences. New York: Norton, 1999. 94pp. (PE1441 .R67 1999)
- Sabin, William A. The Gregg Reference Manual. 9th ed. New York: Glencoe/McGraw-Hill, 2001. 610pp. (PE1479 .B87S23 2001)
- Saltzman, Joel. If You Can Talk, You Can Write. New York: Warner Books, 1993. 190pp. (PN145 .S19 1993)
- Schwartz, Marilyn. Guidelines for Bias-Free Writing. Bloomington: Indiana University Press, 1995. 100pp. (PE1460 .S47 1995)
- Shenk, Robert. The Naval Institute Guide to Naval Writing. 2d ed. Annapolis: Naval Institute Press, 1997. 374pp. (VB255 .S54 1997)
- Shilling, Lilless M. "Your Guide to Overcoming Writing Anxieties." Part 2 in Communicating Comfortably: Your Guide to Overcoming Speaking and Writing Anxieties, 85-184, by Linda K. Fuller and Lilless M. Shilling. Amherst: Human Resource Development Press, 1990. 205pp. (PN4121 .F84 1990)
- Slatkin, Elizabeth. How to Write a Manual. Berkeley: Ten Speed Press, 1991. 128pp. (T11 .S55 1991)
- Smith, Frank E. "Does Your Writing Send the Wrong Signals?" Personnel Journal 64 (December 1985): 28-30. (Periodical)
- Smith, Michael H. The Resume Writer's Handbook. 2d ed. New York: HarperPerennial, 1993. 208pp. (HF5383 .S63 1993)
- Sommer, Robert F. Teaching Writing to Adults: Strategies and Concepts for Improving Learner Performance. San Francisco: Jossey-Bass, 1989. 252pp. (PE1404 .S66 1989)
- Stockard, Olivia. The Write Approach: Techniques for Effective Business Writing. San Diego: Academic Press, 1999. 190pp. (HF5718.3 .S764 1999)
- Straub, Joseph T. "Memos and Reports: Write Them Right the First Time." Supervisory Management 36 (July 1991): 6. (Periodical)
- Strunk, William, Jr., and E.B. White. The Elements of Style. 3d ed. New York: Macmillan, 1979. 92pp. (PE1421 .S8 1979)
- Theibert, Philip R. Business Writing for Busy People. Franklin Lakes: Career Press, 1996. 204pp. (HF5718.3 .T48 1996)

- Todd, Greg. "Becoming a Better Military Writer." Airpower Journal 6 (Fall 1992): 69-77. (Periodical)
- Tresidder, Argus J. "The Common Errors." Marine Corps Gazette 66 (September 1982): 55-60. (Periodical)
- Tresidder, Argus J. "The Military Writer." Marine Corps Gazette 65 (July 1981): 38-42. (Periodical)
- Trimmer, Joseph F. Writing with a Purpose. 10th ed. Boston: Houghton Mifflin, 1992. 610pp. (PE1408 .M23 1992)
- Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 6th ed. Chicago: University of Chicago Press, 1996. 308pp. (LB2369 .T8 1996)
- US Air Force. "The Quill." In The Tongue and Quill, 131-212. Air Force Handbook 33-337. Washington: US Air Force, 30 June 1997. 296pp. (PN187 .T66 1997)
- US Air University. Air University Style Guide for Writers & Editors. Maxwell Air Force Base: Air University Press, September 1996. 137pp. (PN4783 .A36 1996)
- US Armed Forces Staff College. The Force of Words: The Armed Forces Staff College Guide to Publishing. AFSC Pub 2. Norfolk: US Armed Forces Staff College, March 1997. 110pp. (U428 .A6B14 1997)
- US Department of the Army. Personnel—General: Effective Writing for Army Leaders. Pamphlet 600-67. Washington: US Department of the Army, 2 June 1986. 12pp. (Mil. Pubs.)
- Venolia, Jan. Better Letters: A Handbook of Business & Personal Correspondence. Berkeley: Ten Speed Press, 1982. 172pp. (PE1483 .V4 1982)
- Venolia, Jan. Rewrite Right! How to Revise Your Way to Better Writing. Berkeley: Ten Speed Press, 1987. 197pp. (PE1479 .B87V46 1987)
- Venolia, Jan. Write Right! A Desk Drawer Digest of Punctuation, Grammar & Style. Berkeley: Ten Speed Press, 1982. 127pp. (PE1112 .V4 1982)
- Walton, Donald. "Writing." In Are You Communicating? You Can't Manage Without It, 151-202. New York: McGraw-Hill, 1989. 244pp. (P90 .W24 1989)
- Walvoord, Barbara F. Writing: Strategies for All Disciplines. Englewood Cliffs: Prentice-Hall, 1985. 466pp. (PE1408 .W313 1985)
- Waterston, Elizabeth. Brush Up Your Basics: Clear Thinking, Clear Writing. Dubuque: Kendall/Hunt, 1981. 93pp. (PE1478 .W3 1981)

- Weiss, Edmond H. 100 Writing Remedies: Practical Exercises for Technical Writing. Phoenix: Oryx, 1990. 177pp. (PE1413 .W515 1990)
- Williams, Joseph M. Style: Ten Lessons in Clarity and Grace. 5th ed. New York: Longman, 1997. 286pp. (PE1421 .W54 1997)
- Winterowd, W. Ross. The Contemporary Writer: A Practical Rhetoric. 2d ed. New York: Harcourt Brace Jovanovich, 1981. 481pp. (PE1408 .W62 1981)
- Woods, Peter. Successful Writing for Qualitative Researchers. New York: Routledge, 1999. 158pp. (LB2369 .W66 1999)
- The Write Course. Dallas: Dallas County Community College District, 1984. Includes: 30 half-hour programs on 8 videocassettes. (VIDEO PE1408 .W74 1984)*
- "The Write Way to Write." Training & Development Journal 44 (September 1990): 27-33. (Periodical)
- "Writing with Confidence." Part 4 in The Articulate Executive: Orchestrating Effective Communication, 131-69. Boston: Harvard Business School Press, 1993. 264pp. (HD30.3 .A78 1993)
- Written Communication Skills: A Training Package, by Elaine Cogan. Chicago: American Institute of Certified Planners, 1989. 1 audio cassette. (CASSETTE HF5718.3 .W63 1989)
- Zinsser, William K. On Writing Well: An Informal Guide to Writing Nonfiction. 3d ed., rev. & enl. New York: Harper & Row, 1985. 246pp. (PE1429 .Z5 1985)
- Zinsser, William K. Writing to Learn. New York: Harper & Row, 1988. 256pp. (PE1404 .Z56 1988)

LISTENING

- Acker, David D. "Listening Skills." In Skill in Communication: A Vital Element in Effective Management, 57-62. Fort Belvoir: Defense Systems Management College, 1990. 128pp. (HF5718 .A4 1990)
- Adler, Mortimer J. How to Speak, How to Listen. New York: Macmillan, 1983. 280pp. (P95 .A26 1983)
- Anderson, David A. "Effective Communicative and Listening Skills Revisited." Marine Corps Gazette 84 (March 2000): 60-61. (Periodical)
- Applied Learning Australasia. Negotiating for a Positive Outcome. Sydney: Applied Learning Australasia, 1994. Includes: 1 CD-ROM disc, 3 guides, and 3 handouts. (HD58.6 .N43 1994)

Are You Really Listening? Lake Orion, MI: Britannica, 1987. Includes: 1 guide and 1 videocassette, 15 min. (VIDEO HD30.3 .A62 1987)

Banville, Thomas G. How to Listen—How to Be Heard. Chicago: Nelson-Hall, 1978. 220pp. (BF323 .L5B3 1978)

Barker, Larry L. Listening Behavior. Englewood Cliffs: Prentice-Hall, 1971. 154pp. (BF323 .L5B35)

Blodgett, Paul C. "Six Ways to Be a Better Listener." Training & Development 51 (July 1997): 11-12. (Periodical)

Bolton, Robert. "Listening Skills." Part 2 in People Skills: How to Assert Yourself, Listen to Others, and Resolve Conflicts, 27-113. Englewood Cliffs: Prentice-Hall, 1979. 300pp. (HM132 .B65)

Borisoff, Deborah, and Michael Purdy, eds. Listening in Everyday Life: A Personal and Professional Approach. Lanham: University Press of America, 1991. 324pp. (P95.46 .L57 1991)

Burley-Allen, Madelyn. Listening: The Forgotten Skill: A Self-Teaching Guide. 2d ed. New York: Wiley, 1995. 194pp. (BF323 .L5B87 1995)

Covey, Stephen R. "Empathic Listening." In The Seven Habits of Highly Effective People, 239-43. New York: Simon & Schuster, 1989. 358pp. (BF637 .S8C681 1989)

Crapo, Harold B., Jr. "Forging Partnerships through Listening, Understanding, and Leadership." Air Force Journal of Logistics 20 (Summer-Fall 1996): 20-21, 23. (Periodical)

Decker, Bert. "Opening the Gate." In You've Got to Be Believed to Be Heard, 189-205. New York: St. Martin's Press, 1992. 300pp. (P95 .D4 1992)

Deep, Samuel D., and Lyle Sussman. "Twelve Techniques to Improve Your Listening." In Smart Moves, 9-11. Reading, MA: Addison-Wesley, 1990. 247pp. (HF5549.5 .C6D37 1990)

DeVito, Joseph A. "Listening." In Human Communication: The Basic Course, 76-95. 6th ed. New York: HarperCollins College Pub., 1994. 1 vol. (P90 .D485 1994)

DeVito, Joseph A. "Perception and Listening." In Essentials of Human Communication, 44-75. New York: Harper Collins College Pub., 1993. 368pp. (P90 .D48 1993)

Effective Listening, by Kevin J. Murphy. New York: Sound Ideas, 1988. 1 audio cassette. (CASSETTE BF323 .L3M87 1988)

Elgin, Suzette H. "Listening." Chap. 4 in How to Disagree without Being Disagreeable: Getting Your Point Across with the Gentle Art of Verbal Self-Defense, 61-74. New York: Wiley, 1997. 190pp. (BF637 .V47E44 1997)

Executive Writing, Speaking, and Listening Skills, by Brook Taliaferro. New York: AMA-COM, 1975. Includes: 6 audio cassettes and 1 workbook. (CASSETTE HF5718 .T3)

Flanagan, E.M., Jr. "Before the Battle—Listening: 'An Acquired Art.'" Army 43 (August 1993): 51-52. (Periodical)

Hamilton, Cynthia, and Brian H. Kleiner. "Steps to Better Listening." Personnel Journal 66 (February 1987): 20-21. (Periodical)

How to Communicate Effectively: Listen Actively. Chicago: National Educational Media, 1990. 1 videocassette, 17 min. (VIDEO HD30.3 .H58 1990)

How to Listen Powerfully, with Ron Meiss. Boulder: CareerTrack, 1990. Includes: 1 workbook and 2 videocassettes, 164 min. (VIDEO BF323 .L5H58 1990)

How to Listen Powerfully: Reduce Misunderstandings, Sharpen Your Concentration, and Hear More of What People Are Saying, by Brian Battles. Boulder: CareerTrack, 1988. Includes: 4 audio cassettes. (CASSETTE BF323 .L5B37 1988)

How to Speak, How to Listen, by Mortimer J. Adler. Greenwich, CT: Listen USA!, 1984. 1 audio cassette. (CASSETTE P95 .A26 1984)

How to Teach Students to Listen and Read Well. Presented by Richard W. Paul. Santa Rosa: Foundation for Critical Thinking, 1993. 1 videocassette, 56 min. (VIDEO LB1025.2 .H6 no.2)

International Journal of Listening. Milwaukee: International Listening Association. Annual. (P95.46 .I58)

The Jones-Mohr Listening Test, by John E. Jones and Lawrence Mohr. LaJolla: University Associates, 1976. Includes: 1 audio cassette, 1 facilitator's guide, and 2 test forms. (CASSETTE BF323 .L5J64)

Kaye, Kenneth. "The Art of Listening." HR Focus 71 (October 1994): 24. (Periodical)

Kiechel, Walter, III. "Learn How to Listen." Fortune 116 (17 August 1987): 107-08. (Periodical)

Kline, John A. Listening Effectively. Maxwell Air Force Base: Air University Press, April 1996. 59pp. (BF323 .L5K55 1996)

Koile, Earl. Listening as a Way of Becoming. Waco: Calibre, 1977. 131pp. (BF323 .L5K64)

"Learning to Listen." Part 2 in The Articulate Executive: Orchestrating Effective Communication, 29-81. Boston: Harvard Business School Press, 1993. 264pp. (HD30.3 .A78 1993)

"Listen Your Way to Better Management." Quiz. Supervisory Management 38 (May 1993): 7-8. (Periodical)

"Listening—More Than Just Hearing." Officers' Call (November-December 1990): 10-11. (Periodical)

Managing for Productivity: How to Improve Listening Skills. Chicago: Singer Management Institute, 1982. Includes: 40 slides, 2 audio cassettes, 16 transparencies, 2 posters, 1 trainer's guide, and 1 workbook. (KIT BF323 .L5M36)

Niehouse, Oliver L. "Listening: The Other Half of Effective Communications." Management Solutions 31 (August 1986): 26-29. (Periodical)

Powell, Jon T. "Stress Listening: Coping with Angry Confrontations." Personnel Journal 65 (May 1986): 27-30. (Periodical)

The Power of Listening. Rev. ed. Carlsbad: CRM Films, 1988. Includes: 1 leader's guide and 1 videocassette, 20 min. (VIDEO BF323 .L5P58 1988)

Qubein, Nido R. "Stop, Look—and Listen." Chap. 9 in How to Be a Great Communicator: In Person, on Paper, and on the Podium, 95-106. New York: Wiley, 1997. 249pp. (PN4121 .Q39 1996) See especially pp. 105-06: "How Good Is Your LQ [Listener Quality]?"

Rasberry, Robert W., and Laura F. Lemoine. "Listening: Hearing and Understanding What Other People Say." In Effective Managerial Communication, 148-77. Boston: Kent, 1986. 484pp. (HD30.3 .R37 1986)

Rogers, Carl R., and F.J. Roethlisberger. "Barriers and Gateways to Communication." Harvard Business Review 69 (November-December 1991): 105-11. (Periodical)

Sackton, Frank J. "The Art of Listening." Armed Forces Comptroller 39 (Fall 1994): 21-22. (Periodical)

Schwartz, Andrew E. "The Importance of Listening: It Can't Be Stressed Enough...." Supervisory Management 36 (July 1991): 7. (Periodical)

Steil, Lyman K., Larry L. Barker, and Kittie W. Watson. Effective Listening: Key to Your Success. New York: McGraw-Hill, 1993. 155pp. (HD30.3 .S75 1993)

Swets, Paul W. "Learn the Listening Art." In The Art of Talking So That People Will Listen: Getting through to Family, Friends, and Business Associates, 37-51. New York: Simon & Schuster, 1992. 188pp. (BF637 .C45S87 1983)

Tubbs, Stewart L., and Sylvia Moss. "Listening." In Human Communication, 140-63. 7th ed. New York: McGraw-Hill, 1994. 557pp. (P90 .T78 1994)

Verbal Communication: The Power of Words. Rev. ed. Carlsbad: CRM Films, 1992. Includes: 1 leader's guide and 1 videocassette, 29 min. (VIDEO P90 .V428 1992)

Walton, Donald. "Listening." In Are You Communicating? You Can't Manage Without It, 21-65. New York: McGraw-Hill, 1989. 244pp. (P90 .W24 1989)

Weaver, Carl H. Human Listening: Processes and Behavior. Indianapolis: Bobbs-Merrill, 1972. 170pp. (BF323 .L5W4)

What Customers Want. Santa Monica: Slenger Films, 1990. Includes: 1 leader's guide and 1 videocassette, 21 min. (VIDEO HF5415.5 .W31 1990)

Williams, Redford, and Virginia Williams. "Listen!" Chap. 10 in Anger Kills, 118-25. New York: HarperCollins, 1993. 228pp. (RC685 .C6W547 1994)

SPEAKING

Acker, David D. "Are You Ready to Make an Audio or Video Presentation?" Program Manager 18 (November-December 1989): 16-19. (Periodical)

Acker, David D. "Speaking Skills." In Skill in Communication: A Vital Element in Effective Management, 29-36. Fort Belvoir: Defense Systems Management College, 1990. 128pp. (HF5718 .A4 1990)

Adler, Mortimer J. How to Speak, How to Listen. New York: Macmillan, 1983. 280pp. (P95 .A26 1983)

Ailes, Roger. You Are the Message: Secrets of the Master Communicators. Homewood: Dow Jones-Irwin, 1988. 185pp. (P95 .A35 1988)

Alexander, Roy. Power Speech: The Quickest Route to Business and Personal Success. New York: AMACOM, 1986. 230pp. (PN4121 .A45 1986)

Arch, Dave. Showmanship for Presenters: 49 Proven Training Techniques from Professional Performers. San Francisco: Jossey-Bass/Pfeiffer, 1995. 139pp. (HF5549.5 .T7A718 1995)

Aristotle. On Rhetoric: A Theory of Civic Discourse. Translated by George A. Kennedy. New York: Oxford University Press, 1991. 335pp. (PN173 .A713 1991)

Bailey, Edward P., Jr. A Practical Guide for Business Speaking. New York: Oxford University Press, 1992. 148pp. (HF5718.22 .B35 1992)

Be Prepared to Sell, by Toastmasters International. Mill Valley: Kantola Productions, 1991.
Includes: 1 study guide and 1 videocassette, 24 min. (VIDEO HF5438 .B2 1991)

Be Prepared to Speak: The Step-by-Step Video Guide to Public Speaking. San Francisco:
Kantola-Skeie Productions, 1985. Includes: 1 study guide and 1 videocassette, 27 min.
(VIDEO PN4121 .B2 1985)

Beall, Paul R. Pass the Word: The Art of Oral Communication, ed. and rev. by Helen Beall.
Manhattan: Sunflower University Press, 1993. 68pp. (P95 .B4 1993)

Booher, Dianna D. Communicate with Confidence! How to Say It Right the First Time Every Time. New York: McGraw-Hill, 1994. 413pp. (HF5718 .B654 1994)

"Both Sides of the Platform." Training & Development 46 (November 1992): 15-20.
(Periodical)

Braude, Jacob M. Complete Speaker's and Toastmaster's Library. 2d ed. Paramus: Prentice Hall, 1992. 4 vols. (PN4121 .B681 1992 v.1 thru v.4)

Bravo! What a Presentation! American Management Association presentation. Carlsbad:
CRM Films, 1985. Includes: 1 leader's guide and 1 videocassette, 16 min. (VIDEO
PN4121 .B62 1985)

Bremer, Katharina, et al. Achieving Understanding: Discourse in Intercultural Encounters.
New York: Longman, 1996. 270pp. (HM1211 .A24 1996)

Brown, Lillian. Your Public Best: The Complete Guide to Making Successful Public Appearances in the Meeting Room, on the Platform, and on TV. New York: Newmarket Press, 1989. 223pp. (HM263 .B685 1989)

Buckley, F. Reid. Strictly Speaking: Reid Buckley's Indispensable Handbook on Public Speaking. New York: McGraw-Hill, 1999. 336pp. (PN4121 .B81 1999)

Burgoon, Judee K., David B. Buller, and William G. Woodall. Nonverbal Communication: The Unspoken Dialogue. 2d ed. New York: McGraw-Hill, 1996. 535pp. (BF637 .N66B87 1996)

Byrd, Robert C. "The Spoken Weed." Harper's 297 (November 1998): 26-27. (Periodical)

Carnegie, Dale. The Quick & Easy Way to Effective Speaking. Revision by Dorothy Carnegie of Public Speaking and Influencing Men in Business, by Dale Carnegie. New York: Pocket Books, 1977. 221pp. (PN4121 .C38 1977)

Caroselli, Marlene. The Language of Leadership. Amherst: Human Resource Development Press, 1990. 255pp. (PN4121 .C275 1990)

Carrington-Musci, John. The Presentation Handbook: How to Prepare Dynamic Technical and Non-Technical Presentations Like a Pro. Saratoga: R&E, 1991. 164pp. (HF5718.22 .C37 1991)

Confident Public Speaking, by Roko Paskov. Boulder: CareerTrack, 1988. Includes: 4 audio cassettes. (CASSETTE PN4121 .P17 1988)

Confident Public Speaking, by Roko Paskov. Boulder: CareerTrack, 1992. Includes: 2 videocassettes, 174 min. (VIDEO PN4121 .P17 1992)

Cooper, Morton. Change Your Voice, Change Your Life: A Quick, Simple Plan for Finding and Using Your Natural, Dynamic Voice. New York: Barnes & Noble, 1985. 180pp. (PN4162 .C65 1985)

Cooper, Morton. Winning with Your Voice. Hollywood, FL: Fell, 1990. 166pp. (PN4162 .C66 1990)

Decker, Bert. "So You're Giving a Speech: How to Involve Your Audience." Supervisory Management 36 (July 1991): 5. (Periodical)

Decker, Bert. You've Got to Be Believed to Be Heard. New York: St. Martin's Press, 1992. 300pp. (P95 .D4 1992)

Detz, Joan. Can You Say a Few Words? New York: St. Martin's Press, 1991. 182pp. (PN4121 .D38 1991)

Detz, Joan. How to Write and Give a Speech: A Practical Guide for Executives, PR People, Managers, Fund-Raisers, Politicians, Educators, and Anyone Who Has to Make Every Word Count. Rev. and updated ed. New York: St. Martin's Press, 1992. 204pp. (PN4121 .D388 1992)

DeVito, Joseph A. The Elements of Public Speaking. 5th ed. New York: HarperCollins College Pub., 1994. 491pp. (PN4121 .D389 1994)

DeVito, Joseph A. Essentials of Human Communication. New York: HarperCollins College Pub., 1993. 368pp. (P90 .D48 1993)

DeVito, Joseph A. Human Communication: The Basic Course. 6th ed. New York: HarperCollins College Pub., 1994. 487pp. (P90 .D485 1994)

DeVito, Joseph A. The Interpersonal Communication Book. 7th ed. New York: HarperCollins College Pub., 1995. 458pp. (BF637 .C45D49 1995)

DeVito, Joseph A. Messages: Building Interpersonal Communication Skills. 2d ed. New York: HarperCollins College Pub., 1993. 386pp. (BF637 .C45D5 1993)

DeVito, Joseph A. The Public Speaking Guide. New York: HarperCollins College Pub., 1994. 116pp. (PN4121 .D3893 1994)

- Dimbleby, Richard, and Graeme Burton. More Than Words: An Introduction to Communication. 3d ed. New York: Routledge, 1998. 275pp. (P90 .D56 1998)
- DiResta, Diane. "Grace Under Pressure: Managing the Q&A." Training & Development 50 (May 1996): 21-22. (Periodical)
- Donahue, Elinor. "The Eight Fold Path to Better Speeches: Clarity, Power and Purpose." Vital Speeches of the Day 61 (15 August 1995): 669-72. (Periodical)
- Donaldson, Les. Conversational Magic: Key to Poise, Popularity, and Success. Paramus: Reward Books, 1981. 218pp. (BJ2121 .D55 1981)
- Dwyer, Edward J. "Lincoln's 'Gettysburg Address' and Your Presentation Skills." Training & Development Journal 48 (January 1994): 17-19. (Periodical)
- Dyer, Frederick C. Executive's Guide to Effective Speaking and Writing. Englewood Cliffs: Prentice-Hall, 1962. 240pp. (PN4121 .D9)
- The Effective Speaker. Santa Ana: Toastmasters International, 1980. Includes: 6 audio cassettes. (CASSETTE PN4121 .E4 1980)
- Ehrlich, Eugene H., and Raymond Hand, Jr. NBC Handbook of Pronunciation. 4th ed., rev. & updated. Cambridge: Harper & Row, 1984. 539pp. (REF PE1137 .E52 1984)
- Ehrlich, Henry. Writing Effective Speeches. New York: Paragon House, 1992. 214pp. (PN4142 .E37 1992)
- Eisenson, Jon. Voice and Diction: A Program for Improvement. 7th ed. Boston: Allyn and Bacon, 1997. 436pp. (PN4197 .E37 1997)
- Einstein, Charles. How to Communicate: The Manning, Selvage & Lee Guide to Clear Writing and Speech. New York: McGraw-Hill, 1985. 116pp. (PE1628 .E35 1985)
- Elsa, Janet G. "Strategies for Effective Presentations." Personnel Journal 64 (September 1985): 31-33. (Periodical)
- Elster, Charles H. The Big Book of Beastly Mispronunciations: The Complete Opinionated Guide for the Careful Speaker. Boston: Houghton Mifflin, 1999. 426pp. (PE1137 .E56 1999)
- Executive Writing, Speaking, and Listening Skills, by Brook Taliaferro. New York: AMA-COM, 1975. Includes: 6 audio cassettes and 1 workbook. (CASSETTE HF5718 .T3)***
- Felton, Keith S. Warriors' Words: A Consideration of Language and Leadership. Westport: Praeger, 1995. 196pp. (PN4193 .P6F45 1995)
- Ferrara, Cosmo F. "Lessons from the Stump." Government Executive 24 (September 1992): 24-25. (Periodical)

- Fletcher, Leon. How to Speak Like a Pro. New York: Ballantine Books, 1983. 261pp. (PN4121 .F53 1983)
- Francis, Charles. "How to Stop Boring Your Audience to Death: Databases, Anecdotes, and Humor." Vital Speeches of the Day 62 (February 1996): 283-85. (Periodical)
- Fuller, Linda K. "Your Guide to Overcoming Speaking Anxieties." Part 1 in Communicating Comfortably: Your Guide to Overcoming Speaking and Writing Anxieties, 1-83, by Linda K. Fuller and Lilless M. Shilling. Amherst: Human Resource Development Press, 1990. 205pp. (PN4121 .F84 1990)
- Gilbert, Frederick. "The Technical Presentation." Armed Forces Comptroller 35 (Fall 1990): 43-45. (Periodical)
- Griffin, Jack. How to Say It Best: Choice Words, Phrases, & Model Speeches for Every Occasion. Englewood Cliffs: Prentice Hall, 1994. 339pp. (PN4121 .G72 1994)
- Hannaford, Peter. "Why Off the Cuff Is Off the Mark." Nation's Business 72 (May 1984): 28-29. (Periodical)
- Hensley, Carl W. "Speak with Style and Watch the Impact: Make Things Happen." Vital Speeches of the Day 61 (1 September 1995): 701-04. (Periodical)
- Heyman, Richard D. Why Didn't You Say That in the First Place? How to Be Understood at Work. San Francisco: Jossey-Bass, 1997. 183pp. (HD30.3 .H49 1997)
- Hoff, Ron. "I Can See You Naked": A New Revised Edition of the National Bestseller on Making Fearless Presentations. Kansas City: Andrews and McMeel, 1992. 326pp. (PN4121 .H456 1992)
- Holtje, James. Manager's Lifetime Guide to the Language of Power. Paramus: Prentice Hall, 1997. 528pp. (HF5718 .H65 1997)
- How to Speak, How to Listen, by Mortimer J. Adler. Greenwich, CT: Listen USA!, 1984. 1 audio cassette. (CASSETTE P95 .A26 1984)
- Humes, James C. The Sir Winston Method: The Five Secrets of Speaking the Language of Leadership. New York: Morrow, 1991. 189pp. (PN4121 .H858 1991)
- Humes, James C. Standing Ovation: How to Be an Effective Speaker and Communicator. New York: Harper & Row, 1988. 219pp. (PN4021 .H86 1988)
- Hutton, James E. "Military Speechwriting and Public Speaking." News from the Front! (November-December 1997): 19-22. (Periodical)
- Jacobi, Jeffrey. The Vocal Advantage. Englewood Cliffs: Prentice Hall, 1996. 238pp. Includes: 1 audio cassette. (PN4121 .J23 1996)

- Kaplan, Burton. The Manager's Complete Guide to Speech Writing. New York: Free Press, 1988. 174pp. (PN4142 .K36 1988)
- Kausal, B.A. "Thoughts on Oral Proposals: Dusting Off an Old Technique." Program Manager 27 (September-October 1998): 22-26. (Periodical)
- Kelly, Charles M. "SMR Forum: Effective Communications—Beyond the Glitter and Flash." Sloan Management Review 26 (Spring 1985): 69-74. (Periodical)
- Kennedy, George A. A New of Classical Rhetoric. Princeton: Princeton University Press, 1994. 301pp. (PA3038 .K46 1994)
- Kline, John A. Speaking Effectively: A Guide for Air Force Speakers. Maxwell Air Force Base: Air University Press, December 1989. 72pp. (PN4121 .K67 1989)
- Knapp, Mark L., and Judith A. Hall. Nonverbal Communication in Human Interaction. 3d ed. Fort Worth: Holt Rinehart and Winston, 1992. 507pp. (BF637 .N66K63 1992)
- Leathers, Dale G. Successful Nonverbal Communication: Principles and Applications. 3d ed. Boston: Allyn and Bacon, 1997. 436pp. (BF637 .C45L435 1997)
- Leeds, Dorothy. PowerSpeak. New York: Berkley Books, 1991. 294pp. (PN4121 .L22 1991)
- McCarthy, Edward H. Speechwriting: A Professional Step-by-Step Guide for Executives. Dayton: Executive Speaker, 1989. 121pp. (PN4142 .M34 1989)
- McGinty, Sarah. "How You Speak Shows Where You Rank." Fortune 137 (2 February 1998): 156. (Periodical)
- McGlynn, Mary. "Microphones: What You Don't Know Can Hurt You." Armed Forces Comptroller 35 (Spring 1990): 35-36. (Periodical)
- Mambert, W.A. Effective Presentation. 2d ed. New York: Wiley, 1985. 309pp. (PN4121 .M319 1985)
- Marsh, Patrick O. Persuasive Speaking: Theory, Models, Practice. New York: Harper & Row, 1967. 446pp. (PN4121 .M3)
- Martin, Dick. The Executive's Guide to Handling a Press Interview. Rev. ed. New York: Pilot Books, 1985. 47pp. (HD59 .M28 1985)
- Monkhouse, Bob. Just Say a Few Words: The Complete Speaker's Handbook. New York: Evans, 1991. 189pp. (PN4121 .M575 1991)
- Mooney, William, and Donald J. Noone. ASAP: The Fastest Way to Create a Memorable Speech. New York: Barron's, 1992. 170pp. (PN4121 .M586 1992)

- Murray, Elwood, Gerald M. Phillips, and J. David Truby. Speech: Science-Art. Indianapolis: Bobbs-Merrill, 1969. 271pp. (PN4121 .M579)
- Nadeau, Ray E. A Basic Rhetoric of Speech-Communication. Reading, MA: Addison-Wesley, 1969. 291pp. (PN4121 .N33)
- National Communication Association. Quarterly Journal of Speech. Annandale, VA. (Course Reserve Periodical)
- Nickerson, Stephanie. "Breaking the Language Barrier." Training & Development 49 (February 1995): 45-46. (Periodical)
- Noonan, Peggy. Simply Speaking: How to Communicate Your Ideas with Style, Substance, and Clarity. New York: ReganBooks, 1998. 212p. (PN4121 .N66 1998)
- Paulson, Lynda R. The Executive Persuader: How to Be a Powerful Speaker. Napa: SSI, 1991. 170pp. (PN4121 .P316 1991)
- Peak, Martha H. "Public Speaking for Fun and Profit." Management Review 80 (April 1991): 51-53. (Periodical)
- Pearce, Terry. Leading Out Loud: The Authentic Speaker, the Credible Leader. San Francisco: Jossey-Bass, 1995. 174pp. (HD57.7 .P4 1995)
- Peoples, David A. Presentations Plus: David Peoples' Proven Techniques. Rev. ed. New York: Wiley, 1997. 288pp. (HF5718.22 .P44 1997)
- Plotnik, Arthur. The Elements of Expression: Putting Thoughts into Words. New York: Holt, 1996. 225pp. (P95 .P6 1996)
- Poe, Randall. "You Said It, Sir Winston." Across the Board 29 (December 1992): 50. (Periodical)
- Prochnow, Herbert V. The Complete Toastmaster: A New Treasury for Speakers. New York: Prentice Hall Press, 1986. 354pp. (PN4193 .A3P71 1986)
- Prochnow, Herbert V., and Herbert V. Prochnow, Jr. The Public Speaker's Treasure Chest: A Compendium of Source Material to Make Your Speech Sparkle. 4th ed. New York: Harper & Row, 1986. 623pp. (REF PN4193 .I5P711 1986)
- Proodian, Ralph. "Public Speaking." In The Wall Street Journal on Management: The Best of the Manager's Journal, 24-26, ed. David Asman and Adam Meyerson. Homewood: Dow Jones-Irwin, 1985. 246pp. (HD31 .W33 1985)
- Qubein, Nido R. How to Be a Great Communicator: In Person, on Paper, and on the Podium. New York: Wiley, 1997. 249pp. (PN4121 .Q39 1996)

- Raspberry, Robert W., and Laura F. Lemoine. "Presentation Speaking in Business: A Four-Part Process." In Effective Managerial Communication, 178-210. Boston: Kent, 1986. 484pp. See also pp. 435-46: "Appendix A: Sample Speeches." (HD30.3 .R37 1986)
- Ryan, Halford R., ed. Oratorical Encounters: Selected Studies and Sources of Twentieth-Century Political Accusations and Apologies. New York: Greenwood Press, 1988. 329pp. (PN4193 .P6O68 1988)
- St. John, Walter D. "Plain Speaking." Personnel Journal 64 (June 1985): 82-90. (Periodical)
- St. John, Walter D. "You Are What You Communicate." Personnel Journal 64 (October 1985): 40-43. (Periodical)
- Schäffner, Christina, ed. Analysing Political Speeches. Philadelphia: Multilingual Matters, 1997. 89pp. (PN4193 .P6A53 1997)
- Segerstråle, Ullica, and Peter Molnár, eds. Nonverbal Communication: Where Nature Meets Culture. Mahwah: Lawrence Erlbaum, 1997. 309pp. (BF637 .N66N55 1997)
- Shelby, Roger. The Executive's Lifetime Library of Model Speeches for Every Situation. Armonk: Sharpe Professional, 1999. 562pp. (PN6122 .S58 1999)
- The Sound of Your Voice: The Essential Program for Communicating Confidently and Clearly, by Carol Fleming. New York: Simon & Schuster Audio, 1992. Includes: 4 audio cassettes. (CASSETTE PN4162 .F54 1992)
- Speak Up with Confidence. Chatsworth: National Educational Media, 1985. Includes: 3 videocassettes, 30 min. each. (VIDEO PN4121 .S67 1985)**
- Speaking Effectively, to One or One Thousand. Rev. ed. Carlsbad: CRM Films, 1992. Includes: 1 guide and 1 videocassette, 24 min. (VIDEO PN4121 .S654 1992)
- "Speaking of Speaking...." Training & Development 46 (April 1992): 19-27. (Periodical)
- "Speaking with Authority." Training & Development Journal 42 (August 1988): 14-18. (Periodical)
- Stuart, Cristina. How to Be an Effective Speaker. Lincolnwood: NTC, 1989. 238pp. (PN4121 .S83 1989)
- The Successful Communicator, by Earl Nightingale. Niles, IL: Nightingale-Conant, 1992. Includes: 4 audio cassettes. (CASSETTE PN4121 .N34 1992)
- "A Survival Guide to Public Speaking." Training & Development Journal 44 (September 1990): 15-26. (Periodical)
- Sussman, Lyle. "Managing to Speak by Managing the Speech." Personnel 65 (December 1988): 60-64. (Periodical)

Swets, Paul W. The Art of Talking So That People Will Listen: Getting through to Family, Friends, and Business Associates. New York: Simon & Schuster, 1992. 188pp. (BF637 .C45S87 1983)

Thomas, Susan G. "Dealing Successfully with Hecklers and Snipers." Business Horizons 34 (September-October 1991): 64-67. (Periodical)

3M Meeting Management Team. How to Run Better Business Meetings: A Reference Guide for Managers. New York: McGraw-Hill, 1987. 216pp. (HF5718 .H69 1987)

Toastmasters International. Advanced Communication and Leadership Program. Mission Viejo: Toastmasters International, 1978. 15 vols. (PN4121 .A28 1978 v.1 thru v.15)

Vol. 1: The Entertaining Speaker.

Vol. 2: Speaking to Inform.

Vol. 3: Public Relations.

Vol. 4: The Discussion Leader.

Vol. 5: Specialty Speeches.

Vol. 6: Speeches by Management.

Vol. 7: The Professional Speaker.

Vol. 8: Technical Presentations.

Vol. 9: Persuasive Speaking.

Vol. 10: Communicating on Television.

Vol. 11: Storytelling.

Vol. 12: Interpretive Reading.

Vol. 13: Interpersonal Communication.

Vol. 14: Special Occasion Speeches.

Vol. 15: Humorously Speaking.

Toastmasters International. Effective Speech Evaluation: Tips and Techniques for Giving Helpful Evaluations. Mission Viejo: Toastmasters International, 1996. 16pp. (PN4121 .E22 1996)

Toastmasters International. Gestures: Your Body Speaks: How to Become Skilled in Nonverbal Communication. Mission Viejo: Toastmasters International, 1996. 32pp. (PN4121 .G27 1996)

Toastmasters International. Your Speaking Voice: Tips for Adding Strength and Authority to Your Voice. Mission Viejo: Toastmasters International, 1996. 32pp. (PN4121 .Y68 1996)

Toogood, Granville N. The Articulate Executive: Learn to Look, Act, and Sound Like a Leader. New York: McGraw-Hill, 1996. 204pp. (HF5718 .T66 1996)

Triplett, Robert. Stagefright: Letting It Work for You. Chicago: Nelson-Hall, 1983. 200pp. (PN2071 .P78T74 1983)

US Air Force. "The Tongue." In The Tongue and Quill, 93-130. Air Force Handbook 33-337. Washington: US Air Force, 30 June 1997. 296pp. (PN187 .T66 1997)

Valenti, Jack. Speak Up with Confidence: How to Prepare, Learn, and Deliver Effective Speeches. New York: Morrow, 1982. 152pp. (PN4121 .V28 1982)

Verbal Communication: The Power of Words. Rev. ed. Carlsbad: CRM Films, 1992. Includes: 1 leader's guide and 1 videocassette, 29 min. (VIDEO P90 .V428 1992)

Verderber, Rudolph F. The Challenge of Effective Speaking. 10th ed. Belmont: Wadsworth, 1997. 488pp. (PN4121 .V47 1997)

Walters, Lilly. Secrets of Successful Speakers: How You Can Motivate, Captivate, and Persuade. New York: McGraw-Hill, 1993. 216pp. (PN4121 .W327 1993)

Walton, Donald. "Speaking." In Are You Communicating? You Can't Manage Without It, 67-149. New York: McGraw-Hill, 1989. 244pp. (P90 .W24 1989)

White, Eugene E. Practical Public Speaking. 2d ed. New York: Macmillan, 1964. 402pp. (PN4121 .W37 1964)

Wiegand, Richard. "It Doesn't Need to Be Dull to Be Good: How to Improve Staff Presentations." Business Horizons 28 (July-August 1985): 35-41. (Periodical)

Wilder, Lilyan. 7 Steps to Fearless Speaking. New York: Wiley, 1999. 227pp. (PN4121 .W55 1999)

Wilson, Andrew B. "Ache for the Impact: Four Steps to Powerful Oratory." Vital Speeches of the Day 62 (1 May 1996): 447-48. (Periodical)

Wilson, John F., Carroll C. Arnold, and Molly M. Wertheimer. Public Speaking as a Liberal Art. 6th ed. Boston: Allyn and Bacon, 1990. 457pp. (PN4121 .W46 1990)

Woodall, Marian K. Thinking on Your Feet: How to Communicate Under Pressure. Lake Oswego: Professional Business Communications, 1996. 109pp. (HF5718 .W65 1996)

Yager, Tom. "Information's Human Dimension: Multimedia Technologies Can Improve Presentations Today." Byte 16 (December 1991): 153-60. (Periodical)

Youga, Janet M. The Elements of Audience Analysis. New York: Macmillan, 1989. 110pp. (PE1429 .Y68 1989)

Zelko, Harold P., and Frank E.X. Dance. Business and Professional Speech Communication. New York: Holt, Rinehart and Winston, 1965. 244pp. (PN4121 .Z4)